DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M135A

Page 1 of 2

Agency

Taneytown Planning and Zoning Department

Division/Unit

Item No.	Descript	tion	Retention
	This amendment supersedes s	schedule M-135, Item 8	
1 Schedule A	Site Plan Review Submittal forms, site plan, plat, wo correspondence, approved set of	rking drawings, staff reports,	Retain working drawings until superseded, then destroy. Retain reports, correspondence, findings and submittal forms for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. Retain approved plans for 10 years after the associated building is destroyed, then screen and destroy with the following exception: offer to the Maryland State Archives any plan that has historic value. Retain plats for 50 years, then transfer to the Maryland State Archives.
1	Representative.	Date 6/11/2013	ato Atolityist
Signature Typed Nam	Linda S. Quinn	Signature	- la Joseph
Title	Clerk/Treasurer		

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. M135A

Page 2 of 2

Agency
Taneytown Planning and Zoning Department

Division/Unit

Item No.	Description	Retention
2	Minor Subdivisions Submittal forms, site plan, plat, working drawings, staff reports, correspondence, approved set of signed plans and plats.	Retain working drawings until superseded, then destroy. Retain reports, correspondence, findings and submittal forms for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. Retain approved plans for 10 years after the associated building is destroyed, then screen and destroy with the following exception: offer to the Maryland State Archives any plan that has historic value. Retain plats for 50 years, then transfer to the Maryland State Archives.

DGS 550-1A

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GEN RECORDS MANAGEI 7275 Waterloo Road Jessup, Maryla		EMENT DIVISION ad, P.O. Box 275 land 20794		PAGE1 OF2		
Department/Agency	2. Division				3. Unit		
The state of the s	Z. DIVISION	!			S. Offic		
Planning and Zoning / City of Taneytown							
		111					
DEFINITION: RECORD SERIES: A group of related record	rds normally	filed and used	l as a unit for r	eference a	s well as retention and disposition purposes.		
4. Record Series Title		7.7		5. Earlies	st Year/Latest Year		
			to				
Site Plans (amending item# 8 Stir Design Review Record	is)						
6. Record Series Description (Briefly describe the types of	f information.	/documents/fo	rms found in t	he series.	Include the purpose or function of the series.)		
Record of site development plans are created during a rev	view and apr	roval process	. These docum	nents are u	sed to ensure a minor subdivision meets all applicable		
codes and requirements prior to approval. Permanent rec							
Planning Commission findings, working drawings (may in	nclude drafts	of plats, cons	struction drawi	ngs, prelim	inary and final subdivision plans), approved plans and		
plats.							
					_		
		0.5 10.1		0.11.1			
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
Letter Size Microfilm		Alphabetical		_N/A Number			
Legal Size Computer Tape		Numerical		File Dra	wer(s)		
Audio Tape Floppy Disk		☐ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Other (s	pecify)_plan racks, map case		
☐ Bound Book ☐ Video Tape		☐ Geographica	al				
Other (accelf) plans (sublibite of continue since		П Оф., ()	700-4-4		Accumulation		
Other (specify)_plans/exhibits of varying sizes		Other (specify)		varies Number			
				Number			
				File Dra	wer(s)		
				_	Microfilm Reel(s)		
				Computer Tape(s)			
				Other (specify)_ plan racks, map case			
11. File is Used			12. File Become	es Inactive Afte	er :		
-			_6				
Daily (until approved & processed) Weekly Mo	nthly L A	nnually	Number Month(s) Year(s) OR after completion of post approval processing				
		1,					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
City Offices, 17 E. Baltimore Street, Taneytown, 1st floor, zoning office			Yes No				
dE Acces Destrictions (IEVen site Law/e) & Description(s)			46 And December	lana anda			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	iirements			
Yes No			■ None				
					Todala Independent		
				18. Recommended Retention			
Yes No			Retain working drawings until superseded, and then destroy. Retain reports, correspondence, findings				
Approved minor subdivisions are assigned a completed (or inactive) project file number independent of the County assigned project number used during the review process.			for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy				
mapping the county assigned project name of assigned and other process.			with the following exception: transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has				
			continuing administrative, fiscal, legal, or historical value. Retain approved plans and plats permanently,				
₩ T			transfer after 50 years to MD State Archives.				
a / /				1			
19. Name and Title of Preparer 20. Telepho			ne Number	21. Date			
James Wieprecht, Zoning Administrator/Code Enforceme	nt Officer	(410) 751 1	100	2/13/13			
l" ₩	-			I			

Instructions Tune or Print a congrete form for each new or		EPARTMENT OF GENERAL SERVICES		VICES	AGENCY RECORDS INVENTORY		
			ORDS MANAGEMENT DIVISION				
Schedule (DGS 550-1) 7275 Waterloo R			Road, P.O. Box 275		PAGE2 OF2		
Jessup, Maryla 410-799-11			-				
1. Department/Agency 2. Division					3. Unit		
Planning and Zoning / City of Taneytown							
() V							
DEFINITION: RECORD SERIES: A group of related records 4. Record Series Title	normally filed	and used as a	d used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year				
			to				
Minor Subdivisions							
Record Series Description (Briefly describe the types of inf Record of minor subdivisions are created during a review and							
requirements prior to approval. Permanent records are also of							
findings, working drawings (may include drafts of plats, con-	struction drawi	ings, prelimina	ry and final sul	odivision pla	ns), approved plans and plats.		
*							
7. Record Series Format(s) List all		8. Record Serie	d Series Sequence 9. Volume				
Letter Size Microfilm		☐ Alphabetica	al ·	_N/A Number			
Legal Size Computer Tape		Numerical		File Draw	wor(s)		
Audio Tape Floppy Disk					Microfilm Reel(s) Computer Tape(s)		
Bound Book ☐ Video Tape		☐ Geographic	☐ Other ☐ Geographical		(specify)_plan racks, map case		
Other (specify)_plans/exhibits of varying sizes		P		10, Annual A	Accumulation		
		Number					
			File Drawer(s) Microfilm Reel(s)		D1808		
		Comp		Compute	nini rezents/ uter Tape(s) (specify)_plan racks, map case		
Other (spe					ecity)_ pian racks, map case		
11. File is Used			12. File Becomes Inactive After				
☐ Daily (until approved & processed) ☐ Weekly ☐ Monthly ☐ Annually							
A**							
13. Current Location(s) (Bldg., Floor, Room) City Offices, 17 E. Baltimore Street, Taneytown, 1st floor, zoning office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)				16. Audit Requirements		
☐ Yes ☐ No			None ☐ State ☐ Federal ☐ Independent				
1			ground Ground Grandpartonia				
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. Recommended Retention Retain working drawings until superseded, then destroy. Retain reports, correspondence,				
Approved minor subdivisions are assigned a completed (or inactive) project file number independent of the County assigned project number used during the review process.			findings for 3 years, or until no longer needed for current business, whichever is later, then screen and destroy with the following exception: transfer to the Maryland State Archives for				
			permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical				
			value. Retain approved plans and plats permanently, transfer after 50 years to MD State Archives.				
die I			11				
19. Name and Title of Preparer	-	20 Teleph	one Number	21. Date			